

04-139 Secretary of State

Agency Description

In fulfilling its mission, the Department of State serves as official keeper of the Great Seal of the State of Louisiana and chief election officer of the state. The Secretary of State prepares and certifies ballots for all elections, promulgates all election returns, and administers the election laws, except those relating to voter registration and custody of voting machines. The Secretary of State countersigns and keeps an official registry of all commissions. Additionally, the Secretary of State is responsible for administering the state's corporation and trademark laws, as well as providing and storing the official archives of the state; administering and preserving the official archives of the state; and promulgating and publishing all laws enacted by the legislature and retaining the originals. The Secretary of State administers the First Stop Shop program which gives current and potential business owners a single place to go for all the necessary licensing information to operate within the state. The Secretary of State is also responsible for the operation of several state museums including the Louisiana State Exhibit Museum in Shreveport, the Baton Rouge Old Arsenal Powder Magazine, the Louisiana Cotton Museum in Lake Providence, the Edward Douglass White Historical Site near Thibodaux, the Caddo-Pine Island Oil Museum and in Baton Rouge, and the Old State Capitol, which serves as the Center for Political and Governmental History in Louisiana. The goals of the Department of State are:

1. Provide leadership and support services to the Department of State and assist each section supervisor in reaching their established program goals.
2. Maintain the best overall election system in the United States while making essential information on Louisiana's electoral process available to the public in a timely and comprehensive manner.
3. To increase governmental and historical document collections and preservation in order to provide the public those governmental and historical records which document the history of Louisiana.
4. Provide a more effective interpretation and presentation conveying the multifaceted elements of our state's history, industry, culture and archaeology through the provision of a comprehensive system of thematic museums that enhances the public's understanding of the influence politics, petroleum, cotton, the military, and other factors have had on the state's development.
5. Maximize the efficiency of document processing and the provision of information services to the public; as well as ensure the compliance with the laws governing the programs of the division at the lowest possible cost to the taxpayers.

The Department of State is a constitutional entity headed by the Secretary of State. The Department of State has five programs: Administrative, Elections, Archives and Records, Museums/Other Operations and Commercial.

AGENCY BUDGET SUMMARY

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,744,657	\$2,094,741	\$2,094,741	\$3,525,069	\$4,068,390	\$1,973,649
STATE GENERAL FUND BY:						
Interagency Transfers	235,941	323,816	323,816	323,816	323,816	0
Fees & Self-gen. Revenues	8,504,621	9,577,516	9,888,106	9,578,467	9,257,743	(630,363)
Statutory Dedications	9,750	31,333	31,333	41,899	136,990	105,657
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$10,494,969	\$12,027,406	\$12,337,996	\$13,469,251	\$13,786,939	\$1,448,943
EXPENDITURES & REQUEST:						
Administrative	\$2,835,727	\$3,370,303	\$3,370,303	\$3,464,834	\$3,342,500	(\$27,803)
Elections	1,234,214	1,614,953	1,614,953	2,470,482	2,827,285	1,212,332
Archives and Records	2,427,678	2,502,316	2,509,316	2,226,671	2,371,313	(138,003)
Museum and Other Operations	1,664,398	1,876,783	1,876,783	1,728,052	1,842,832	(33,951)
Commercial	2,332,952	2,663,051	2,966,641	3,579,212	3,403,009	436,368
TOTAL EXPENDITURES AND REQUEST	\$10,494,969	\$12,027,406	\$12,337,996	\$13,469,251	\$13,786,939	\$1,448,943
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	164	169	169	165	162	(7)
Unclassified	14	13	13	13	13	0
TOTAL	178	182	182	178	175	(7)